



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>Development Services Technician</b>		
<b>DEPARTMENT:</b>	<b>Community Development Department</b>		
<b>REPORTS TO:</b>	<b>Planning Manager or Building Manager</b>	<b>DATE:</b>	<b>May, 2009</b>
<b>EMPLOYEE UNIT:</b>	<b>AFSCME</b>	<b>Supersedes:</b>	<b>September, 2006</b>
<b>FLSA EXEMPT:</b>	<b>No</b>		

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**JOB SUMMARY:** Under direct supervision of the Planning Manager or Building Manager, the Development Services Technician provides paraprofessional services in support of the Community Development Department. These duties may include accepting and reviewing discretionary zoning permit and building permit applications, calculating and collecting fees, maintaining databases and GIS, preparing reports of development activities, and providing procedural and policy information to the public at the counter, by email, and by telephone.

**CLASS CHARACTERISTICS:** This class is an entry level classification in the City's development review (planning and building) series requiring appropriate specialized training with little or no job-related experience. It differs from the next higher classification of Assistant Planner, Building Inspector or Code Enforcement Officer in that incumbents work under the close supervision of and in support of a professional or higher level administrative staff being delegated assignments with defined scope. Work assignments are subject to detailed and frequent review.

Successful performance in this class requires the ability to interpret, explain and apply complex zoning and building codes and regulations, calculate fees, use a variety of computer programs, and to deal successfully with developers, contractors, property owners, and the general public in face-to-face situations at the counter and over the phone.

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are performed personally, in cooperation with the Planning Manager or Building Manager and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Provide public assistance at the front counter and answer telephone and email inquires regarding planning, zoning and building permit related matters. Assist and direct the public to appropriate staff member or department; provide information regarding the application/permitting process, codes, requirements, costs, and other related matters.
2. Research and compile background data; perform routine administrative projects for department

personnel; prepare independent reports; maintain records and files regarding department activities.

3. Work with professional staff members in analyzing and evaluating factual data; acquire familiarity with, and an understanding of, the basic principles and practices of municipal planning, zoning and building permit issuance; take lead in processing and issuance of various minor, over-the-counter, and less complex planning and building permits.
4. Use personal computers to create, maintain and use computer software related to word processing documents, data bases, Geographic Information System (GIS), and spreadsheets for use in analyzing and displaying information.
5. Update maps and prepare exhibits, using GIS and other systems.
6. Process a variety of zoning/building/construction permits and applications for permits in an efficient and timely manner; insure that all necessary approvals are obtained.
7. Review submitted plans and applications for completeness, accuracy and code compliance; verify that appropriate signatures, required calculations, and scales/dimensions are included.
8. Inform contractors and owner/builders of procedure for securing a building permit; outline submission requirements, necessary documentation, building codes, permit regulations, and zoning ordinances.
9. Calculate and receive fees. Issue and/or oversee issuance of zoning, building, electrical, mechanical, and plumbing permits.
10. Maintain permit records and files and prepare detailed reports. Track permits and their status on computer software system.
11. Sort and file documents and records maintaining an alphabetical index and cross reference files; maintain office records related to building inspection and code enforcement.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education & Experience:**

1. Possess an Associate degree or equivalent from an accredited college with emphasis in the field of city planning, environmental studies, building construction technology, geography, computer Geographic Information Systems (GIS) and database use and maintenance, architecture, public administration, or a closely related field.
2. Six months of municipal or closely related planning, zoning and/or building permit review/plan check experience. Additional planning or building experience may be substituted for up to one-half of the required education.
3. Experience in automated databases and GIS/AutoCAD is highly desirable

**Licenses & Certificates:**

1. Possess a valid California Class C driver's license in compliance with adopted City driving standards.
2. Any I.C.B.O. certifications are desired.

**Knowledge of:**

1. Basic principles of planning, zoning and building functions with regard to regulation of land use development in compliance with applicable codes.
2. Use of GIS analysis and mapping techniques.
3. Techniques of displaying and interpreting statistical data by charts, graphs and reports.
4. Fundamental mathematics.

**Skill in:**

1. Dealing tactfully and effectively with personnel from other agencies, public officials, other employees and the public.
2. Providing outstanding customer satisfaction (internally and externally).
3. Use of common office software including Microsoft Office and GIS/AutoCAD.

**Ability to:**

1. Prepare graphics such as those necessary for public review of land use proposals.
2. Review and analyze proposals submitted as to technical compliance and workability.
3. Write and communicate concisely and effectively.
4. Establish and maintain effective working relationships with those contacted in the course of the work.
5. Understand and carry out oral and written instructions.
6. Organize and prepare clear and concise reports in a non-bureaucratic style.
7. Exercise responsibility to work with limited direction.
8. Work in a team environment.

**PHYSICAL DEMANDS:** Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

**WORK ENVIRONMENT:** Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 95% indoors and 5% outdoors.
2. The work environment indoors is usually in a temperature-controlled office; some travel is required.
3. Noise level in the work environment is usually moderate.